

**MINUTES OF THE REGULAR MONTHLY MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON JANUARY 11, 2022**

Present: Tistrya Houghtling, Supervisor
Marianna Anthonisen, Councilmember (Online)
Britt Buckenroth, Councilmember
Deborah Gordon, Councilmember (Online)
John Trainor, Councilmember

Recording Secretary: Marsha “Marcie” Robertson, Town Clerk

Others Present: Steve Powers, CAC Member & CSC Chair
Peg Munves, CAC & CSC & BEDC Member (Online)
David Farren, CAC Chair (Online)
Mary Young, NL Rep to CC Office for the Aging
Ed Godfroy, LVPA
Bruce Shenker, NL Rep to CC Env Mgmt Council & CSC
Member (Online)
Monte Wasch, BEDC Chair & Planning Board Member
(Online)
Marc Anthonisen, CSC Advisor (Online)
Mark Baumli, ZRC Applicant
Jesse Newton, Past Town Board Member & ZRC
Applicant
Norman Rasmussen, Past Town Board Member
Leigh Jones, Barton & Loguidice (Online)
Jeremy Hughes, Barton & Loguidice (Online)
Gretchen Stevens, Hudsonia (Online)
Members of the Public

CALL TO ORDER:

The meeting was called to order at 7:00pm by Supervisor Houghtling. A moment of silence was held followed by the flag salute. The emergency exits were pointed out. The meeting was held in person at the New Lebanon Town Hall, 14755 State Route 22 North, New Lebanon, NY 12125 and live streamed for the public at:

https://townhallstreams.com/towns/new_lebanon_ny

MINUTES:

The minutes of the **December 14, 2021 Regular Meeting, December 29, 2021 Year End Meeting, December 29, 2021 Public Hearing on LVPA 2022 Contract and December 29, 2021 Special Meeting for Interviews** were reviewed. A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor and approved unanimously to approve the minutes as typed.

FINANCIAL:

Supervisor's Report:

Supervisor Houghtling explained that the Supervisor's Report looks different this month because we have bills from 2021 and 2022 at this meeting to be paid. The accountant could not do the budget versus actual that is usually attached to the Supervisor's Report. This is really just a cash accrual report for December that will show the money in and the money out. At the next meeting, there will be budget versus actual for the final 2021 year.

Since this was an in person and live streamed meeting the Supervisor's Report as of December 31st, 2021 and explained to be different by the Supervisor was available to the public via the Town Clerk's email and the Town website and the Town Board was emailed the Supervisor's Report by Supervisor Houghtling.

A motion was made by Councilmember Trainor to accept the Supervisor's report as typed. The motion was seconded by Councilmember Buckenroth.

Roll Call Vote:

Councilmember Buckenroth -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Trainor -	Aye
Councilmember Anthonisen-	Aye

PRIVILEGE OF THE FLOOR:

In addition to an in-person privilege of the floor, Supervisor Houghtling will read all comments, questions and concerns emailed to supervisor@townofnewlebanon.com during the meeting.

Supervisor Houghtling read the following email:

I urge the Town Board to postpone any decision to hire consultants to advise the Town how to further develop our already lively, thriving Shatford Park and potential for the W Lebanon not-yet acquired land.

To my knowledge, our current parks are not urgently calling for immediate assistance.

At the beginning of the new year, new terms and in these harrowing days, I ask you to think about the entirety of issues facing NL before embarking upon a \$30K enditure on consultant fees that in my estimation are unnecessary.

I know it's already budgeted, but while our town park is in the best condition it's been in decades, I question the wisdom of this decision. Do we really need consultants for this?

PS (please read this also)

I know I argue the opposite of one of your campaign platforms.

I admire you for reading this into the record. Thanks for keeping our system open and thriving.

From: Christine Dreyfus

Supervisor Houghtling responded to the email, to clarify that the West Lebanon not yet acquired land is not being considered tonight. It is in the proposal but they only budgeted the \$30,000 which is just for the Shatford Park piece. The West Lebanon piece is a separate piece that is not being considered tonight.

CERTIFICATE OF APPRECIATION:

Supervisor Houghtling stated that there are two special Certificates of Appreciation to give out tonight.

She presented a Certificate of Appreciation to past Town Board member Norman Rasmussen for his dedicated service to the Town of New Lebanon over the last four years and acknowledged his invaluable knowledge in accounting, human resources and analytical skills as well as his ability to offer many different points of view. She thanked him and expressed that he will be missed.

She presented a Certificate of Appreciation to past Town Board member Jesse Newton for his dedicated service to the Town of New Lebanon over the last four years and acknowledged his wonderful perspective, enthusiasm, hard work and dedication. She commented that he always went above and beyond with the highway department and the park. She thanked him for offering to still help with the ice rink and the skatepark and expressed that he will be missed.

Councilmember Trainor added that he would like to second the things that Supervisor Houghtling said regarding both past Town Board members and he will miss them both

Steve Powers, CSC Chair commented that he wanted to thank them for all of their help and support with the issues that the CSC brought before the board over the years.

Councilmember Gordon thanked them both and commented that she has enjoyed working alongside both of them, she has learned a lot from them and will miss them both.

AMENDMENT TO BUDGET AMENDMENT #12 OF 2021:

Supervisor Houghtling stated that in reviewing the minutes of the 12/29/2021 meeting she saw the general fund for the Attorney – Cont. Exp. – Litigation, A-1420.41 and thought it might be a typo in minutes. She looked at her budget amendment and it is actually a typo in her budget amendment. She stated that they can't do a budget amendment to 2021 but there needs to be an amendment.

A motion was made by Supervisor Houghtling to amend Budget Amendment #12 of 2021 to read A-1420.42 where it currently reads A-1420.41.

AUDIT OF BILLS:

2021 Bills:

General Nos. 505 through 512, in the amount of \$4,600.35; and
Highway Nos. 146 through 149, in the amount of \$5,566.03;
As listed on Abstract No. 12B dated January 11th, 2022.

2022 Bills:

General Nos. 1 through 23, in the amount of \$37,500.74; and
Highway Nos. 1 through 2, in the amount of \$3,244.05;
As listed on Abstract No. 1 dated January 11th, 2022.

A motion was made by Supervisor Houghtling to pay the bills. The motion was seconded by Councilmember Trainor.

Roll Call Vote:

Councilmember Buckenroth -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Trainor -	Aye
Councilmember Anthonisen-	Aye

OLD BUSINESS:

Appointments – ZRC (2 CAC Members & 2 Public Members):

Supervisor Houghtling stated that there are a few appointments that were left blank at the Organizational meeting while the board awaited feedback from the CAC for their ZRC members and waiting for the deadline for members of the public to apply for the ZRC.

The CAC has put forth Donald Lamonaca and Steve Powers to be the CAC members on the ZRC.

A motion was made by Supervisor Houghtling, seconded by Councilmember Gordon and approved unanimously to appoint Donald Lamonaca and Steve Powers as the CAC representatives to the ZRC for the year 2022.

Supervisor Houghtling stated that Ted Salem had the idea to add members of the public to the ZRC because when zoning changes are made it is good to have the opinion of the public and not just that of members of a board. Jesse Newton and Mark Baumli both submitted letters of interest. She stated that it is nice to have these two past town board members still involved with the town. There were no interviews held because these were the only two letters of interest submitted and they are both known very well to the board.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor and approved unanimously to appoint Jesse Newton and Mark Baumli as the two members of the public to the ZRC for the year 2022.

CAC Letter Of Interest:

Supervisor Houghtling stated that they received an unexpected letter of interest for the CAC. There is a vacancy that has been advertised for in the past and not filled. William O'Neill submitted a letter of interest for the CAC and there is a vacant term expiring 12/31/2023 and the CAC interviewed and unanimously recommended his appointment.

A motion was made by Supervisor Houghtling, seconded by Councilmember Buckenroth and approved unanimously to appoint William O'Neill to the CAC with a term ending 12/31/2023.

Website Support:

Supervisor Houghtling reminded everyone that the town is continuing with County MIS for all of the towns IT needs but County MIS felt they couldn't adequately meet our website needs due to their unfamiliarity with our current website platform. A letter of interest was received from Sharon Powers, Garden Hill Creative. She has worked with the town already on a lot of things such as the Comprehensive Plan, Farming brochure and she is on the BEDC. The rate she quoted is what we currently pay for IT services, \$65.00 an hour with a half an hour minimum call. Sharon also suggested a monthly fee of \$50.00 to maintain all updates on software and apps on the website monthly, this will prevent complications with the website. In a previous meeting regarding the website issues, it was discussed that a lot of the problems that the Town Clerk was having with the website had a lot to do with updates not being maintained. The board discussed.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor and approved unanimously to contract with Garden Hill Creative for website services for 2022 at a rate of \$65.00 an hour with a half hour minimum per call and a monthly fee of \$50.00 a month to update software and apps on the website as needed.

Fund Balance Policy:

Supervisor Houghtling again thanked Norman Rasmussen for preparing a draft of the Fund Balance Policy. The draft was sent to the town attorney for review and the board was presented a version with his suggested changes to the draft policy based on a Comptroller webinar guidance related to fund balance policies for towns. Supervisor Houghtling stated that her goal is to define how much of a fund balance the town needs. The town currently has a large fund balance because sales tax revenues were very high this year. It could appear that the town is overtaxing but that is definitely not the case. Historically the town has used the fund balance to make large purchases for the town such as a highway truck. The Comptroller prefers that towns designate what the money is for ahead of time as apposed to having the money sitting there not specifically designated.

Supervisor Houghtling explained that if the board adopts this policy now as it is written it states that the town cannot go above 20% of one year of operating budget. This year's total budget is \$2.2 million, so \$440,000 could go to the fund balance and anything above that amount the town board would have to specify what exactly the money is set aside for. If adopted, because this is a new policy to the town, Supervisor Houghtling will have to work closely with the town accountant and the Comptroller for all of the rules on how and where to designate the funds.

The Town Board held more discussion on this matter.

A motion was made by Supervisor Houghtling to adopt the Fund Balance Policy as prepared by the Town Attorney. The motion was seconded by Councilmember Buckenroth.

Roll Call Vote:

Councilmember Buckenroth -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Trainor -	Aye
Councilmember Anthonisen-	Aye

Consultant Contract Update:

Supervisor Houghtling stated that she is going to remove the Consultant Contract update from the agenda. She is not sure if they are going to table it or not. She explained that the board approved a Consultant Contract and Assessor, Kim Smith had a request to amend the payment structure. Currently the consultant doesn't get anything until he is almost done with the projects and the Assessor wanted to ad a deliverable in the contract that when the project is about half way completed the consultant is paid half. Due to unavoidable circumstances the town hasn't received any proposed change.

Master Park Plan:

Supervisor Houghtling commented that the Privilege of the Floor at the beginning of the meeting was referring to the Master Park Plan. This was proposed to the Town Board last year and although it didn't get approved at that time, it did get budgeted for.

Supervisor Houghtling respectfully addressed some of the points in the email submitted for POF. The email stated that *"our current parks are not urgently calling for immediate assistance"*.

Supervisor Houghtling stated that she agrees that there has been a lot of work done in the park but there is a skatepark of great value just sitting there that was donated and at this point is still useable, as times moves on this may not be the case. Supervisor Houghtling stated that she feels that before we install a skatepark she thinks we should have the Master Park Plan in place to better manage the upgrades to the park in a professional quality and manner. The town also budgeted for a new splashpad which is in definite need of repair. The playground equipment has been there for years and is in need of updating as well. She stated that although our park has been improved since Mark and Kevin were on the board, it still has a lot urgent things that should be addressed and updated. The pavilion kitchen is very outdated and needs to be renovated.

Supervisor Houghtling stated that the \$30,000 was budgeted for in a line item specifically for the Master Park Plan and this was available for public input at the Public Hearing held for the 2022 budget. She continued to state that with going forward with the Master Park Plan there is a ton of grant money available for parks and recreation and they are professionals and skilled in obtaining these grant funds. The town could spend the \$30,000 for this Master Park Plan and possibly get a lot more than that in grant funds to put into the park. ARPA funds can also be used for outdoor recreations.

The Town Board held further discussion on the Master Park Plan proposal. Councilmembers discussed why they think it is a good idea or a bad idea. Councilmember Gordon is not in favor of it.

A motion was made by Supervisor Houghtling to authorize Barton & Loguidice to move forward with the Master Park Plan to do tasks A, B & C at Shatford Memorial Park for a lump sum fee of \$25,000 and task D at Shatford Memorial Park for a lump sum fee of \$5,000. The motion was seconded by Councilmember Buckenroth.

Roll Call Vote:

Councilmember Buckenroth -	Aye
Councilmember Gordon -	Nay
Supervisor Houghtling -	Aye
Councilmember Trainor -	Aye
Councilmember Anthonisen-	Aye

Engineer Contracts:

Supervisor Houghtling stated that Barton & Loguidice, D.P.C. and Laberge Group were appointed as the town engineers for 2022.

A motion was made by Councilmember Trainor, seconded by Councilmember Buckenroth and approved unanimously to authorize Supervisor Houghtling to enter into a Master Service Agreement between the Town of New Lebanon and Barton & Loguidice, D.P.C. for professional services for 2022.

Supervisor Houghtling explained that in the contract from Laberge Group on the last page it states that all rates are subject to change without notice. She stated that she is very uncomfortable with that. Supervisor Houghtling addressed this with Laberge Group and the rates are based on the type of engineer that is used for a project and they explained that the individual engineer rate may change but not the rate of service provided. Supervisor Houghtling stated that she has requested a revised contract from Laberge but has not received it yet. The Town Board discussed this further.

A motion was made by Councilmember Buckenroth to authorize Supervisor Houghtling to enter into the agreement between the Town of New Lebanon and Laberge Group for professional services for 2022 as drafted with the following amendments: page 1, changing the date; page 5, changing 30 days of receiving the invoices to 45 days of receiving the invoices and on the last page removing the wording “*all rates are subject to change without notice due to salary increase, state or federal requirements or new personnel*”. The motion was seconded by Councilmember Anthonisen.

Roll Call Vote:

Councilmember Buckenroth -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Trainor -	Aye
Councilmember Anthonisen-	Aye

Designation Of Voting Delegate – NYSAOT (Switched from In-Person to Online):

Supervisor Houghtling stated that this is an annual business session for the Association of Towns. Normally it is held in New York City in February and in person. At the Organizational meeting on 1/3/2022 the resolution was not passed and no one wished to attend in person. Today the Town Clerk received notice that this meeting has been changed to an online meeting due to rising COVID cases. No one has to attend but she just wanted to check and see if any board members would like to attend now that it is online.

**DESIGNATION OF VOTING DELEGATE AND ALTERNATE TO ATTEND THE ANNUAL BUSINESS SESSION OF THE NEW YORK STATE ASSOCIATION OF TOWNS
JANUARY 11, 2022**

At the Regular Town Board Meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 11th day of January 2022, the following Resolution was proposed and seconded:

Resolution by Councilmember Trainor
Seconded by Councilmember Buckenroth

DESIGNATION OF VOTING DELEGATE AND ALTERNATE TO ATTEND THE ANNUAL MEETING OF THE NEW YORK STATE ASSOCIATION OF TOWNS

BE IT RESOLVED THAT, the Town Board of the Town of New Lebanon duly designates Supervisor, Tistrya Houghtling, to attend the Annual Business Session of the Association of Towns of the State of New York, for the year 2022, to be held online, February 20-23, 2022 and to cast the vote of the Town of New Lebanon, pursuant to §6 of Article III of the Constitution and By-Laws of said Association; and

BE IT FURTHER RESOLVED THAT, in the absence of the person so designated, Councilmember Marianna Anthonisen has been designated to cast the vote of the Town of New Lebanon; and

BE IT FURTHER RESOLVED THAT, The Town Board of the Town of New Lebanon further authorizes the payment of the actual and necessary expenses incurred in doing so.

Upon the question of the foregoing Resolution, the following Town Board Members voted “Aye” or “Nay” for said Resolution:

Roll Call Vote:

Councilmember Britt Buckenroth	Aye
Councilmember Deborah Gordon	Aye
Supervisor Tistrya Houghtling	Aye
Councilmember John Trainor	Aye
Councilmember Marianna Anthonisen	Aye

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

Dated: January 11, 2022
Marcie Robertson
New Lebanon Town Clerk

NEW BUSINESS:

CEA Presentation – Gretchen Stevens:

Supervisor Houghtling reminded all that they received a grant to work on CEA (Critical Environmental Areas). **David Farren, CAC Chair** reported the following:

Good evening. We are pleased to give an update on the Critical Environmental Areas project that has been underway since mid-2021. The CAC applied for and was awarded free technical advice and assistance by staff at the Hudson River Estuary Program of the New York State Department of Environmental Conservation and Hudsonia in the person of Gretchen Stevens. We formed a team for the project that includes Supervisor Houghtling, Board Member Gordon, County EMC representative Shenker, CSC Chair Powers, who is also a CAC member, and me. Several other CAC members have been involved, including Donald Lamonaca. We have been meeting once a month for an hour via Zoom and verifying sites by hiking to them with landowner permission.

What are Critical Environmental Areas and why is it important that the town acknowledge and celebrate them? They stand out as unique and they distinguish New Lebanon for their natural resource qualities. Whether they be a circumneutral bog, an extensive freshwater swamp, other wetlands, lengthy forested hilltop ridges, large expanses of unfragmented forests, steep slopes rich in talus and ledges, intermittent woodland pools and streams, decades-old hedgerows dividing agricultural fields, or areas with extensive aquifers, New Lebanon is blessed with an abundance of natural resources that should be celebrated and protected.

The process for ratifying CEAs begins with identifying them. In New Lebanon, potential CEAs are almost always on privately owned land. We chose to focus first on cool ravines, a special and unusual habitat found in town that we knew existed from our site verification visits for the Natural Resource Conservation Plan, and on the Warm Spring.

We next needed to reach out to the landowners to gain their assent. At the beginning of this project, we decided to propose CEAs only in areas where the landowners had agreed to have their land included. Bruce Shenker volunteered to lead the landowner contact effort.

Once we gain buy-in from landowners for a CEA on their land, we then agree on a final justification statement to present to the Town Board. At that stage of the process, we would be asking the Town Board to adopt the CEAs. Once ratified, the CEAs would then be listed on a statewide inventory maintained by NYSDEC. We are nearly at that stage but wanted to give a briefer overview tonight. After this meeting, I will forward draft justifications to each Town Board member for your review and would be happy to answer any questions that arise.

It's important to note that CEAs are an action item in the newly adopted Comprehensive Plan Update and are also a CSC goal in reaching silver status. In the review of any project subject to the SEQR process, impacts to the special features of a CEA must be considered but the CEA carries no specific regulatory burden. The only requirement is that, for any proposed project within or adjacent to the CEA, the reviewing agency, such as the Town Board, Planning Board, or ZBA, must make a written explanation of their decisions.

Once we have the proposed CEA boundaries delineated and the final justification documents completed, we will forward these to the Town Board. Then, if the board decides to move ahead, the adoption of the CEAs must undergo the SEQR process (like any town legislation), including a public hearing.

I would like now to turn to Gretchen Stevens of Hudsonia, who has been kind enough to join us this evening from her home in Hillsdale, to talk about cool ravines and the Warm Spring, why they are unique and why they could be the first CEAs in New Lebanon. We look forward to working with you to complete the project. Thank you.

Gretchen Stevens from Hudsonia updated the board and held a presentation on the two Critical Environmental Areas that the New Lebanon Working Group decided on; Cool Ravine and Warm Springs. Ravines in general are not unusual in New Lebanon or in the region. Places that they call Cool Ravines have special habitat characteristics that set them apart from ordinary ravines. A Cool Ravine is a narrow ravine with steep high rocky walls flanking a rocky stream. The ravine walls are usually forested, at least in part with hemlocks and the steep rocky walls and the conifer canopy create an unusually shady, cool, moist climate within the ravine that often supports plants of more northern affinities or higher elevations and also provides a temporary haven for other plants and animals. These places where air temperatures are markedly cooler than those of the surrounding landscape may offer critical refuge for wildlife and plants.

Warm Spring CEAs encompassed the place where the New Lebanon warm spring emerges near the summit of Spring Hill Road and also what they call the contribution area. The land area that's deemed to be the most important to maintaining the quality and quantity of the warm spring water. The warm spring is a unique hydrogeological feature, it is the only warm spring in the state of New York and one of very few in all of the northeastern US.

If the CEAs are adopted by the town, they impose no automatic legal restrictions on the CEA areas. But they do require that the features of concern in these areas must be considered in land use planning, in reviews and decisions and actions that might affect the CEA's. A written justification of those decisions or actions must be prepared by the agency that is making the decision whether that is the Planning Board, the Zoning Board or the Town Board.

Supervisor Houghtling stated that the town is not required to get input from the property owners but they felt very strongly that this should be voluntary so they are reaching out to every property owner that is within the proposed CEAs to make sure that they want to participate.

To view the full presentation, it can be found on the town website on the CAC's page.

Policy Review – Cell Phone & Data Breach Notification Policies:

Cell Phone Policy:

Supervisor Houghtling stated that there is a slight revision she would like to make to the Cell Phone Policy to allow employees who choose to be paid an annual cell phone reimbursement instead of a monthly reimbursement.

A motion was made by Supervisor Houghtling, seconded by Councilmember Anthonisen and approved unanimously to amend the town Cell Phone Policy to state under the FURTHER BE IT RESOLVED, language that if an eligible town employee chooses to utilize their personal phone for work purposes instead of having a phone through the Town, the Town agrees to reimburse the employee in the amount of \$25.00 per month via monthly voucher **OR via one annual \$300.00 voucher in December (or upon leaving service for the town @ a rate of \$25.00 per month for each month of service).**

Data Breach Notification Policy:

A motion was made by Supervisor Houghtling, seconded by Councilmember Buckenroth and approved unanimously to mark the Data Breach Notification Policy as reviewed by the Town Board on January 11th, 2022 with no changes.

November TB Meeting:

Supervisor Houghtling stated that when the Town Clerk's office was preparing the annual calendar, they realized that the Regular Town Board meeting in November falls on Election Day. Election Day is a town holiday and although there are no local seats up for election this year, she doesn't think we should hold a Town Board meeting on Election night. She suggests moving it to the third Tuesday in November, the 15th. The board agreed.

A motion was made by Supervisor Houghtling, seconded by Councilmember Buckenroth and approved unanimously to move the November Town Board meeting to November 15th, 2022 at 7:00pm and ask the Town Clerk to advertise the change both now as well as in the month of October as a reminder.

Highway 284 Agreement:

Supervisor Houghtling gave a huge thank you to Highway Superintendent Winestock for being very timely on submitting the Highway 284 Agreement. Supervisor Houghtling stated that she had a few questions as far as her understanding of the Highway 284 Agreement and where the numbers come from. She talked to the OSC and the Association of Towns and got more guidance. There are two different sections, section one, general repairs are for anything that is going to be used for general repairs upon all town roads and section two, permanent improvements are basically what we use our CHIPS, Extreme Winter and PAVE NY funding for. Her confusion was if you add the proposed Highway 284 Agreement, \$95,000 for Stonehouse Road and \$90,000 for Canaan Road it is \$185,000 but when you look in the budget under the DA-5112 accounts which is where the permanent improvements are budgeted, it is only \$154,366. When she spoke to the Comptroller he said yes, in an ideal world the numbers will match, however they realize that the language says "up to" "there shall not be expended not over this sum", so he said this was okay and some Highway Superintendents say they will spend up to \$X amount knowing that they cannot exceed their budget.

Supervisor Houghtling spoke to Highway Superintendent Winestock after she talked with the Comptroller and they are on the same page. Highway Superintendent Winestock explained that he got the amount from everything in his General Repairs (DA-5110) accounts,

including his .1 and .4 accounts and that is what it is supposed to be. That total actually comes to \$304,500 in the budget, so Supervisor Houghtling asked Highway Superintendent Winestock if he wanted to amend it. It was a \$634 difference and he said yes. Highway Superintendent Winestock understood it the way the Comptroller explained it to the Supervisor. The proposed agreement is General Repairs in the sum of \$304,500 for 48 miles of town highway and for Permanent Improvements the road commencing at Stonehouse Road and leading to town line, a distance of .4 of a mile there shall be expended not over the sum of \$95,000 the type is gravel, the width of traveled surface is 18ft with 1ft thickness and then B. on the road commencing at Route 20 and leading to Canaan Road, a distance of .3 of a mile there shall be expended not over the sum of \$90,000 the type is gravel, the width of traveled surface is 16ft with 1ft thickness. Highway Superintendent Winestock has already signed the agreement, she will just have him initial the change that she wrote in for the \$304,500.

A motion was made by Supervisor Houghtling, seconded by Councilmember Buckenroth and approved unanimously to accept the Highway 284 Agreement as proposed by Highway Superintendent Winestock with the amendment to the General Repairs amount to increase to \$304,500.

ARPA Funds:

Supervisor Houghtling stated that they have \$230,000 in ARPA funds. The board will be taking a training on Friday on how the ARPA funds can be used. You can use ARPA funds to hire a professional who can guide the town in how to spend the ARPA funds and that is something she would like to consider doing to ensure that the town is doing it the appropriate way. Laberge did mention that they do guide towns on ARPA funds usage, so if they decide they do need a professional, they may be able to go with Laberge for that. If after Friday's training they still feel that it is convoluted she will get a quote from Laberge and present it at February's meeting.

Supervisor Houghtling talked about ways to communicate with the public and get more public opinion and involvement on this topic once the spending parameters are defined. The Town Board held further discussion on this.

COMMITTEE/LIAISON REPORTS:

Assessor (Councilmember Gordon):

Councilmember Gordon reported the following from the Assessor:

Just a reminder to the public that exemption renewals were mailed in December and are due by March 1.

Also, with the market changing the level of assessment is dropping below 100 percent. That will go back up after the reassessment. I am hoping things level off a bit.

Please MAIL the exemptions in. With all this Covid it would be the safest thing to do. They know to call me if they need help.

Building Department (Councilmember Buckenroth):

Councilmember Buckenroth stated no news to report at this time.

Business & Economic Development (Councilmember Gordon):

Monte Wasch, BEDC Chair reported the following:

The BEDC meeting in January heard reports from the Infrastructure sub-committee which is focusing on water treatment issues for the Town Center. Member Peg Munves and Councilmember Gordon are spearheading an enhanced effort, along with CAC members and others, to explore the feasibility of such a project. A new sub-committee aimed at exploring solutions for the Town's health and medical needs has been organized for 2022. The Outreach and Marketing sub-committee is looking to create a tourism and visitor map featuring Town businesses. BEDC is looking for additional members, and any Town resident or business owner who would like to participate should contact Chair Monte Wasch at monte@fairpoint.net.

Councilmember Gordon added that Sharon Powers asked that they make clear that the BEDC is interested in adding new members and they are particularly interested in brick-and-mortar business owners.

CAC & Environmental Management & Climate Smart Task Force

(Councilmember Gordon):

David Farren, CAC Chair reported the following:

"Many thanks for appointing William O'Neill as a member of the CAC. Bill has many ideas to share with us and we look forward to welcoming him and working with him as a member of our team.

At our monthly meeting last night, we also devoted a large amount of time to discussing wastewater infrastructure and will revisit the issue next month. Nothing else on the agenda was so important that I need to address it tonight, so that's my report."

Steve Powers, CSC Chair reported the following:

At the last CSC meeting, Tara Donadio from CDRPC informed us that the new rules from NYSERDA for their "Community Campaign for Clean Heating and Cooling and Energy Efficiency" which is basically a program to promote heat pump usage only requires 5 sign ups that can be a combination of heat pumps and/or home energy upgrades. After we get 5 sign ups, the town qualifies for another \$5000 grant and we get 500 points in NYSERDA's Clean Energy Communities program which will get us close to the 3000 required for another \$5000 grant.

This would require initiating a campaign along the lines of the community solar campaign to promote heat pumps and home energy upgrades. The CSC has voted to approve our participation in this project. We have two residents that we know of who are planning to get heat pumps in the next two weeks so we are asking for the Town Board approval as well so we can get those two new heat pumps included in the five required.

A motion was made by Supervisor Houghtling, seconded by Councilmember Trainor and approved unanimously to authorize the Climate Smart Task Force to launch a Community Campaign for Clean Heating and Cooling and Energy Efficiency.

Also, the CSC approved working on another CSC Action PE8: Green Vendor Fairs which would require us to host a fair for green vendors once a year and we could do that in conjunction with the Farmer's Market or with the planned Colombia County Carnival in July. The CSC is asking the board to approve us working on the Green Vendor Fairs action.

A motion was made by Supervisor Houghtling, seconded by Councilmember Buckenroth and approved unanimously to approve the Climate Smart Task Force to work on Clean Vendor Fairs.

We would like to extend our thanks to past Town Board members Jesse Newton and Norman Rasmussen for all their help during the past two years that allowed the CSC to achieve our goals.

All other CSC programs are proceeding as they have in the past and we are looking forward to a very action-packed year! Thank you!

Bruce Shenker, Environmental Management reported the following:

There was no meeting in December so there is no report from their meeting. The County Climate Smart approved the County Climate Carnival which will take place on July 16th, 2022 at the County Fair Grounds in Chatham. This will be a county wide event which will have a Free Store, Bike Repair, Repair Café and hopefully a lot of educational programs and participatory things for children. This hopes to be a very big event for the County.

Fire, Law Enforcement & Emergency (Councilmember Trainor):

Councilmember Trainor read the following activity summary:

11 Emergency Calls, 2 Drills and Training, 1 Other, 59 People and 98.30 Man Hours.

The total summary for 2021 Fire Calls and Activities is:

103 Alarms, 61 Other Activities, 736 People and 1,575.52 Man Hours.

Highway (Superintendent Winestock & Councilmember Trainor):

Councilmember Trainor stated Highway Superintendent Winestock has been out busy on the roads. He did meet with him very briefly a couple of times. He reported that the highway priority this year is a backhoe. The backhoe is dead and it is costing money to rent every time he needs the use of a backhoe. It is beyond repair at this point. Highway Superintendent Winestock's replacement schedule would be the backhoe and one of the small trucks.

Supervisor Houghtling asked Councilmember Trainor to ask Highway Superintendent Winestock to get something in writing from where it is that they are stating the backhoe is beyond repair, what's broken and they don't recommend repair.

Historian & LVHS: (Councilmember Trainor):

LVHS:

Councilmember Trainor reported that the LVHS is not really meeting at this time.

Historian:

Councilmember Trainor reported the following from the Historian:

Foot surgery was successful and I am walking, slowly, but getting stronger every day.

During my recovery I have been in contact with the Board of Trustees of the Cemetery of the Evergreens, the Hendrick Hudson Chapter of the NSDAR and Berkshire Gravesites Services regarding restoration of the gravestones in Cypress Hill. I will be submitting a grant proposal to the NSDAR for funding the project.

I will be returning to the office February 1, 2022.

Thanks, Bitsy

Justice Court/Constable (Councilmember Anthonisen):

Councilmember Anthonisen stated no report at this time.

Library (Councilmember Buckenroth):

Councilmember Buckenroth reported the following from the library:

The library remains open (with masks), but programs will be virtual for the remainder of January. The only exception is Storytime, which will continue in-person with increased distancing for now.

Buildings, Parks & Recreation (Councilmember Buckenroth):

Councilmember Buckenroth stated that there is not much to report.

Seniors (Councilmember Gordon):

Mary Young stated that there is no Office of the Aging meeting until April, there is no news to report at this time.

Volunteers (Councilmember Anthonisen):

Councilmember Anthonisen stated that she appreciates all of the effort that Norman Rasmussen has put into the Volunteer efforts.

If anyone is interested in volunteering, please contact Councilmember Anthonisen at: manthonisen@townofnewlebanon.com.

Comparison Committee (Councilmember Anthonisen & Supervisor Houghtling):

Supervisor Houghtling and Councilmember Anthonisen still need to get together. Nothing to report at this time.

ANNOUNCEMENTS:

JANUARY: (at the Town Hall)

Tuesday, January 18th, 2022 at 5:00pm- Annual Audit of the Books

FEBRUARY: (Online)

Tuesday, February 8th, 2022 at 7:00pm- Regular Monthly Meeting

PRIVILEGE OF THE FLOOR:

In addition to an in-person privilege of the floor, Supervisor Houghtling will read all comments, questions and concerns emailed to supervisor@townofnewlebanon.com during the meeting.

Mark Baumli spoke regarding mention of economic development and waste water treatment earlier in the meeting and grant money possibly being involved with that. He would like to know if it has been decided who in the town would maintain and pay for that? Will there be a special tax district on those businesses on the “miracle mile”? Or will there be a town wide impact?

Supervisor Houghtling responded that you are not legally allowed to tax someone for a service they don't receive. The conversation right now is about potentially doing a planning study. It hasn't even come before the Town Board yet but what is being discussed in the CAC is a grant for up to \$30,000 to find out is it even possible to do, there are a lot of wetlands in the downtown district.

Mark Baumli stated that in regard to the engineer contract from Laberge, he agrees with Supervisor Houghtling regarding the set fee and to not let them pick and choose hourly rates. He also added in regards to the vote on the Master Park Plan, he appreciates and thanks the Town Board for approving that tonight. He thinks that it is good to have this overall plan of where they want to take this park in the years to come. He agrees with hiring professionals that are skilled in this area.

Peg Munves added in response to Mark Baumli regarding the grant for the waste water treatment planning study would be through the Environmental Facilities Corporation and the CAC would work with them and it would be very focused on exactly what the towns needs are.

Supervisor Houghtling asked and clarified that the plan is to make sure that there is buy in from the properties that would be affected before even moving forward with applying for the grant. Peg Munves replied, yes.

ADJOURNMENT:

A motion was made by Supervisor Houghtling, to adjourn the meeting at 9:16pm. The motion was seconded by Councilmember Buckenroth.

Roll Call Vote:

Councilmember Buckenroth -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye

Councilmember Trainor -
Councilmember Anthonisen-

Aye
Aye

Respectfully submitted,

Marcie Robertson
New Lebanon Town Clerk